

**GROUNDS MAINTENANCE SERVICES
PROPOSAL/CONTRACT
RFP 4-7-06
BETWEEN**

(Contractor's/Company's Name)
AND
EDGEFIELD COUNTY

_____, agrees to provide grounds maintenance services for Edgefield County as described below:

I. SCOPE OF SERVICES

_____, will provide grounds maintenance services on county properties as listed below and in the manner described herein:

II. LENGTH OF CONTRACT

The contract shall be effective July 1, 2006, and will end June 30, 2007, except that there shall be an automatic option to renew for one year. Renewal of the contract is subject to agreement by both parties. The proposals are due no later than noon 12:00 EST April 07, 2006.

III. GENERAL TERMS AND CONDITIONS

1. A current copy of a business license for the Town of Edgefield is required before the contract is signed.
2. Confirmation of a Federal ID Number is required to be on file in the County Administrator's Office.
3. Evidence of a \$250,000 liability service bond is required to be on file in the County Administrator's Office.
4. Proof of Workers' Compensation for all employees is required to be on file in the County Administrator's Office.
5. There shall be no record of any prior convictions for any employees.

6. Any appearance of legal misconduct is cause for immediate termination of the contract.
7. Edgefield County Council reserves the right to cancel the contract at any time with a thirty-day written notification.
8. The contractor will furnish all equipment and supplies needed to fulfill this contract.
9. The Edgefield County Administrator or his designee shall determine whether a company possesses sufficient equipment and personnel to execute this contract.
10. Edgefield County, through its Administrator, requires three letters of reference in evaluating companies proposing to fulfill this contract. Such references must be from companies or other entities for which the contractor has done work on a similar scale as required by this contract. The County's prior experience with a contractor may be substituted for letters of reference.
11. A review of all Edgefield County properties covered by this contract is a prerequisite to submitting a proposal for this grounds maintenance contract.
12. Contractor prices given for this proposal/contract are good for 90 days and the life of any contract signed, including the renewal option period if exercised. The cost of providing this proposal will be borne by the contractor. Edgefield County reserves the right to reject any proposal and may waive technicalities.
13. Edgefield County shall review the qualifications and equipment of all companies submitting bids/proposals and reserves the right to disqualify companies based on qualifications, equipment and other factors.

IV. SCHEDULE OF BUILDINGS

1. Agricultural Building
2. Courthouse (all levels)
3. Department of Social Services (DSS)
4. Governmental Building
5. Health Department
6. Neighborhood Center (Buildings I and II)
7. New Council Chambers (225 Jeter)
8. ECCHO
9. Convenience/Recycling Centers (Eight Centers)
10. EMS Building

V. EVALUATIONS FOR PAYMENT

Facilities shall be maintained as described in the following technical proposals. Thoroughness will be evaluated by the County Administrator or his designee. Payment is conditioned upon the County's satisfaction, and upon the work having been ordered by the County. Partial payments may be authorized where work is less than satisfactory.

T.P.1 Bi-Weekly Grounds Maintenance

Grounds maintenance includes picking up paper, cans, litter, and all debris, cutting grass to a height of 2 ½ to 3 inches and trimming around trees, shrubs, buildings, ditches and other areas not accessible to mowers. **NOTE** that grounds maintenance as described here, shall be performed weekly for T.P.1.5 and T.P.1.7 unless otherwise requested.

Indicate per-site bid values for each location and each time (each cutting, etc.) T.P.1.1-10).

T.P.1.1	Grounds maintenance Courthouse each time	@	_____
T.P.1.2	Grounds maintenance Neighborhood Ctr.each time	@	_____
T.P.1.3	Grounds maintenance DSS Bldg. each time	@	_____
T.P.1.4	Grounds maintenance Health Dept. each time	@	_____
T.P.1.5	Grounds maintenance Govt. Bldg. each time	@	_____
T.P.1.6	Grounds maintenance Ag. Bldg.each time	@	_____
T.P.1.7	New Council Chambers (225 Jeter St.)	@	_____
T.P.1.8	ECCHO Building each time	@	_____
T.P. 1.9	Grounds maintenance Convenience Centers:		
	Sweetwater each time	@	_____
	Trenton each time	@	_____
	Hwy. 378 each time	@	_____
	Hwy. 430 each time	@	_____
	Georgia Rd. each time	@	_____
	Strom Thurmond each time	@	_____
	Hwy. 191 each time	@	_____
	Hwy. 225 South	@	_____
T.P.1.10	EMS Building each time	@	_____

Total Bi Weekly Cost (per cutting) T.P. 1.1 -- 1.1

Total Annual Cost of Bi-Weekly Grounds Main.(Bi-Weekly x 14 _____
T.P.2 Monthly Edging of Curbing and Sidewalks (April – Sept.)

Edging sidewalks and curbing includes edging to remove grass and weeds from sidewalks, curbs, and cracks in sidewalks with edging machine.

Indicate monthly per-site bid values for each technical proposal listed below (T.P.2.1 – 2.8).

T.P.2.1	Edging Courthouse grounds each time	@	_____
T.P.2.2	Edging Neighborhood Ctr. grounds each time	@	_____
T.P.2.3	Edging DSS grounds each time	@	_____
T.P.2.4	Edging Health Dept. grounds each time	@	_____
T.P.2.5	Edging Council Bldg. grounds each time	@	_____
T.P.2.6	Edging Ag. Bldg. grounds each time	@	_____
T.P. 2.7	Edging Council Chambers grounds each Time (225 Jeter St.)	@	_____
T.P.2.8	Edging ECCHO Bldg. grounds each time	@	_____

Total Monthly Cost of Edging T.P. 2.1 -- 2.8 _____
Total Annual Cost of Edging (Monthly X 6) _____

T.P.3 Quarterly Pruning of Shrubs and Trees

Pruning shrubs and ornamental trees includes cutting back of Shrubs, pruning ornamental trees and removing debris, as per Instruction of County Administrator or his designee.

Indicate per-site, per quarter bid values for each technical proposal listed below (T.P. 3.1 - 3.7).

T.P.3.1	Pruning Courthouse shrubs each time	@	_____
T.P.3.2	Pruning Neighborhood Ctr. each time	@	_____
T.P.3.3	Pruning DSS shrubs each time	@	_____

T.P.3.4	Pruning Health Dept.shrubs each time	@	_____
T.P.3.5	Pruning Council Bldg. shrubs each time	@	_____
T.P.3.6	Pruning Agricultural Bldg. shrubs each time	@	_____
T.P.3.7	Pruning ECCHO Bldg. each time	@	_____
Total Quarterly cost of T.P. 3.1 -- 3.7			_____
Total Annual cost of T.P. 3.1 -- 3.7			_____

**T.P.4 Bi-Monthly Weeding and Mulching
(April through September)**

Mulching and spraying of plant beds including hand removal of weeds and grass from plant beds (pull out roots); spraying of herbicide to kill vegetation; application of 4-6 inches of mulch to maintain beds.

Indicate per-site, bi monthly bid values for each technical proposal listed below (T.P. 4.1 - 4.7).

T.P.4.1	Mulching & spraying beds at Courthouse each time@	_____
T.P.4.2	Mulching & spraying beds at Neighborhood Ctr. @ each time	_____
T.P.4.3	Mulching & spraying beds at DSS Bldg. each time @	_____
T.P.4.4	Mulching & spraying beds at Health Dept. each time@	_____
T.P.4.5	Mulching & spraying beds at Council Bldg. each time@	_____
T.P.4.6	Mulching & spraying beds at Agricultural Bldg. each @ time	_____
T.P.4.7	*Grounds maintenance Convenience Centers:	
	Sweetwater each time @	_____
	Trenton each time @	_____
	Hwy. 378 each time @	_____
	Hwy. 430 each time @	_____
	Georgia Rd. each time @	_____
	Strom Thurmond each time @	_____
	Hwy. 191 each time @	_____
	Hwy. 25 South each time @	_____

*herbicide must be sprayed along the perimeter of paved surfaces at convenience centers.

Total Bi-Monthly Cost of T.P. 4.1 -- 4.7 _____

Total Annual Cost of T.P. 4.1 -- 4.7 (Bi-Monthly x 3) _____

T.P.5 Maintenance and Appearance Improvement Recommendations

The contractor shall be responsible for recommending correct types and amounts of additional chemicals (over and above those required per T.P.4), irrigation, and other maintenance not herein specified that may be needed to preserve the hood health and appearance of all locations covered in this contract. High visibility areas, such as the Governmental Building, New Council Chambers, Courthouse, Neighborhood Center, etc., must be given extra attention in this regard. Items and improvements that would result in extra expense should be brought to the Administrator's attention for fiscal consideration in advance of being performed. It is stressed, however, that a report on such recommendations will occur weekly and in the form of either a narrative or a comprehensive checklist. Edgefield County is dedicated to continually improving the appearance of its facilities and grounds. The contractor will be integral to this endeavor.

VI. COMPENSATION

Edgefield County agrees to pay _____ the amounts agreed upon in its proposal. Work is to be performed and paid for as requested by the Edgefield County Administrator or his designee. If grounds maintenance work is deemed to be unsatisfactory, the contractor is held responsible for bringing its work up to an acceptable condition. Payment may be withheld where work is considered unsatisfactory. The amount of work requested is at the discretion of the County Administrator or his designee. The estimated annual cost for each technical proposal and the overall contract are only estimates of what will be requested. Payment shall be made monthly for work specifically requested and satisfactorily completed. **Expense items related to improved maintenance and enhanced appearance are an expected and an important part of the effort between Edgefield County and the contractor to improve the appearance of the County's property. (See T.P.5).**

ESTIMATED ANNUAL COST OF CONTRACT of T.P. 1 -- T.P. 4 _____

(NOTE: This amount is calculated for budget purposes only. Actual amounts may vary.

VII. Contractor's Proposal Certification

(Contractor's Authorized Agent)

(Date)

VIII. Contract Award (Official Use Only)

(Contractor's Authorized Agent)

(Date)

(Witness)

County Administrator

(Date)

(Witness)